

New Employee Survey and CalHR 1070 Form Frequently Asked Questions (FAQ)

Q1: When are new employees required to complete the New Employee Survey and the CalHR 1070 form?

A1: All new employees and employees transferring from another agency through promotional or lateral transfer shall receive the [New Employee Survey](#) link upon hire. Only new employees and rehired employees who have no race/ethnicity data in the State Controller's Office (SCO) system need to complete the [State Employee Race/Ethnicity Questionnaire – CalHR 1070 form \(CalHR 1070 form\)](#). Rehired employees who are uncertain whether they filled out a CalHR 1070 form are advised to complete the form.

Q2: How are race/ethnicity categories defined on the CalHR 1070 form?

A2: Employees are requested to self-identify their race/ethnicity. The purpose of collecting race/ethnicity information is to assess and compare the race/ethnicity of state civil service employees to California's workforce and to comply with state and federal reporting requirements necessary to evaluate equal employment opportunities in state civil service. The most relevant data available for comparison purposes is collected by the United States Census Bureau (Census Bureau). The Census Bureau's racial categories generally reflect a nationally recognized social definition of race and do not attempt to define race biologically, anthropologically, or genetically. In addition, the Census Bureau's race definitions reference racial, national origin, and sociocultural groups. For the purposes of race and ethnicity categories, the Census Bureau uses the following definitions:

Hispanic or Latino. Hispanic origin can be viewed as the heritage, nationality, lineage, or country of birth of the person or the person's parents or ancestors before arriving in the United States. People who identify as Hispanic, Latino, or Spanish may be any race.

White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes people who indicate their race as White or report entries such as Irish, German, Italian, Lebanese, Arab, Moroccan, or Caucasian.

Black or African American. A person having origins in any of the Black racial groups of Africa. It includes people who indicate their race as Black, African American; or report entries such as African American, Kenyan, Nigerian, Haitian, a descendant of a person or persons who were enslaved in the United States, not a descendant of a person or persons who were enslaved in the United States, including, but not limited to, African Black, Caribbean Black, or other Black, and descendant status is unknown or choose not to identify.

American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment. This category includes people who indicate their race as American Indian or Alaska Native or report entries such as Navajo, Blackfeet, Inupiat, Yup'ik, or Central American Indian groups or South American Indian groups.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. It includes people who indicate their race as Asian Indian, Chinese, Filipino, Korean, Japanese, Vietnamese, and Other Asian or provide other detailed Asian responses.

Native Hawaiian and Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who indicate their race as Native Hawaiian, Guamanian or Chamorro, Samoan, and Other Pacific Islander or provide other detailed Pacific Islander responses.

Per Government Code Section 19799, when any state agency conducts any survey as to the ancestry or ethnic origin of state civil service employees, or maintains any statistical tabulation of minority group employees, it shall use separate collection categories for each major Asian and Pacific Islander group, including, but not limited to, Chinese, Japanese, Filipino, Korean, Vietnamese, Asian Indian, Hawaiian, Guamanian, Samoan, Laotian, and Cambodian in the survey or tabulation.

Regarding the expanded categories for Black or African American race or ethnicity, Government Code Section 8310.6, subdivision (a) requires additional collection categories and tabulations for Black or African American groups.

Q3: What if I choose not to disclose my race/ethnicity ?

A3: Employees may choose not to disclose their race/ethnicity; however, federal law requires departments to visually identify the race/ethnicity of employees who choose not to self-identify.

Q5: Where is the New Employee Survey Web Link?

A5: New employees may access the survey web link here: <https://eservices.calhr.ca.gov/Survey>

Q6: Why do employees need to provide a partial Social Security Number on the survey?

A6: CalHR collects the survey data and matches it with the data in payroll records from the SCO to verify the employee is in the state civil service workforce, and to link it to their classification/pay. As part of the Annual Census Report, CalHR must report demographics according to occupational groups and wages.

Q7: What last name should employees use when completing the survey if they have a hyphenated name?

A7: For CalHR to match the employee's last name with the SCO system, the employees must enter the last name as it appears on the pay warrant.

Q8: Who has access to this data?

A8: CalHR collects the data received through the survey. CalHR only reports the statistical data back to the departments and reports the data through the Annual Census Report. Employees' personal or identifying information are not identified in reports provided to the departments or in the Annual Census Report.

Q9: Why is this data needed or important?

A9: Certain laws require CalHR to collect specific demographic information of its workforce to monitor the State of California's Equal Employment Opportunity (EEO) practices. Collecting data consistent and compliant with the state and federal labor statistic requirements related to the workforce allows the state to determine if efforts to recruit and retain a diverse workforce are effective and to identify and address any issues of concern related to EEO.

Q10: Who is responsible for providing the survey link to new employees?

A10: The EEO Officer should collaborate with the Human Resources staff to ensure all hires are provided with the survey link, and when appropriate, the CalHR 1070 form.

Q11: What is the definition of a veteran?

A11: According to Government Code section 11019.11, we determine veteran status using this question, "Have you ever served in the military?"

The definition used by the Census Bureau, which is what we will also use is as follows: "Veterans are men and women who have served (even for a short time), but are not currently serving, on active duty in the U.S. Army, Navy, Air Force, Marine Corps, or the Coast Guard, or who served in the U.S. Merchant Marine during World War II. People who served in the National Guard or Reserves are classified as veterans only if they were ever called or ordered to active duty, not counting the 4-6 months for initial training or yearly summer camps. All other civilians are classified as nonveterans. For the complete definition, go to Census website and search "[Definition Veteran Status](#)."

Q12: Can an employee report more than one disability?

A12: Yes, if an employee has more than one disability, they may select all that apply.